

Resume Graphic Organizer

Personal Information

Name	
Address	
Phone Number	
Email	

Objective

What are you trying to accomplish with this resume? One sentence.

Education

Name of School	
Years Attended	
Expected Graduation Date	
GPA	

Clubs/Activities

What clubs or activities are you involved in? What types of things do you do as an organization? Do you hold a leadership role?

Skills

What skills do you have that could help you with the job? Specific computer skills, languages spoken and technical skills should be listed here.

Experience

Volunteer and work experience should go under this header. Include dates, name of business, your title, and job responsibilities.

Honors or Achievements

Have you received recognition for something? List it here!